**Meeting Minutes**

CDS Family & Behavioral Health Services, Inc.

Meeting: EMT and CINS/FINS

Date: 3/28/24

Time: 9:30 am

Location: Bivens

Date of Next Meeting: 4/24/24

Attendance: Jessica Bechtold, Alex Culbreth (Zoom), Phil Kabler, Leigh Kassem, Angie Lay, Brian Smith, Jr.,(Zoom), Evelitza Soto, Cindy Starling-Hersey, Liz Tschumy, Angela Williams, Sabriena Williams

Absent: Brandi, Stephanie, Latisha, Jonathan, Zeke (excused)

**I. Business Operations:**

A. Monthly Budget (Revenue and Expenses)

*1. Sub-topic:*

 *Discussion:*

 *Outcome, Actions, Timeframe:*

B. Marketing and Business Development

*1. Sub-topic:*

 *Discussion:*  No discussion

 *Outcome, Actions, Timeframe:*

C. Regulatory Issues

*1. Sub-topic:* **CARF Survey**

 *Discussion:* Handout of schedule and reminder tips sheet. Questions/Concerns?

 *Outcome, Actions, Timeframe:* **Please plan to attend entrance on 4/3/24.**

D. Human Resource Issues (Staffing and Training)

*1. Sub-topic:*

 *Discussion:*

 *Outcome, Actions, Timeframe:*

E. Annual Budget Planning and Process

*1. Sub-topic:*

 *Discussion:*

 *Outcome, Actions, Timeframe:*

# II. Health and Safety: Program/Regional Directors

A. External Inspections

*1. Sub-topic:* **DCF Licensure**

 *Discussion:* We have not yet received our renewed licenses*.*

 *Outcome, Actions, Timeframe:* **Cindy sent email reminder. Will forward when received.**

B. Self-Inspections (Reports, analysis, and recommendations)

*1. Sub-topic:*

 *Discussion:*

 *Outcome, Actions, Timeframe:*

C. Incident Reports (Reports, analysis of trends, recommendations)

*1. Sub-topic:*

 *Discussion:*

 *Outcome, Actions, Timeframe:*

# III. Quality Improvement

A. File Audits and Case Record Review (reports and recommendations)

*1. Sub-topic:* **Peer Reviews**

 *Discussion:* Due for 3rd quarter

 *Outcome, Actions, Timeframe:* **Please submit to Data by 4/5/24**

B. Outcome Management (status, reports, recommendations)

*1. Sub-topic:* **Productivity status/Performance Measures**

 *Discussion:* Review of Netmis Data Handout We are still low on 30/60 day f/u. We expect to see improvements by next month with the ‘fix that Liz’ implemented in order to accurately provide list of follow-ups and due dates. Please continue to focus on res and non-res intakes. Provide updates on outreach activities with emphasis on our upcoming summer enhanced programs at the shelters. IYP-E has had seven months of achieving over 100% utilization, NW four months of over 100% utilization rate. Central had over 100% utilization in November but some very low month bed utilization rate also.

 *Outcome, Actions, Timeframe:* **We will continue to work as a team! Keep pushing forward Central! You’ve got this.**

C. Accreditation and Regulatory Requirements

*1. Sub-topic:* **CARF April 3, 4, and 5th**

 *Discussion:* \*see 1C

 *Outcome, Actions, Timeframe:*

D. Policy and Procedure Updates and/or Review

*1. Sub-topic:* **Policy and Forms Updates**

 *Discussion:* Provided copies to all (see intranet).

 *Outcome, Actions, Timeframe:* **Please advise all staff to print forms from intranet only. Do not make up new forms.**

E. Participant Complaint and Grievance (specific and quarterly review of trends)

*1. Sub-topic:*

 *Discussion:*

 *Outcome, Actions, Timeframe:*

F. Planning Documents (reports, status of goals and objectives, reformulation)

*1. Sub-topic:* Strategic Plan

 *Discussion:*  No discussion

 *Outcome, Actions, Timeframe:*

*2. Sub-topic:* Accessibility Plan

 *Discussion:*  No discussion

 *Outcome, Actions, Timeframe:*

*3. Sub-topic:* Cultural Competence Plan

 *Discussion:*  No discussion

 *Outcome, Actions, Timeframe:*

*4. Sub-topic:* Input Plan

 *Discussion:*  No discussion

 *Outcome, Actions, Timeframe:*

*5. Sub-topic:* Community Relations plan

 *Discussion:*  No discussion

#  *Outcome, Actions, Timeframe:*

# IV. Risk Management

A. Risk Management Plan (exposure to loss)

*1. Sub-topic:* **CDS Risk Management Report**

 *Discussion:*  Please review the incident summary report for Q-3. East had 5 CCC reports which is high-most were related to off-site medical. The other incident categories were within our normal range.

 *Outcome, Actions, Timeframe:* **Please pay close attention to 30/60 day follow-up. Liz will send a list each month of those participants due for f/u.**

B. Employee Concerns or Complaints

*1. Sub-topic:*

 *Discussion:*  No discussion

 *Outcome, Actions, Timeframe:*

C. Potential regulatory audits and/or investigation of operations

*1. Sub-topic:*

 *Discussion:*

 *Outcome, Actions, Timeframe:*

# V. Information Technology

A. Technology Plan

*1. Sub-topic:* **Be vigilant and report suspicious emails***.*

 *Discussion:* Use phishing button on all suspicious emails.

 *Outcome, Actions, Timeframe:* **Ongoing**

# VI. Clinical/Program

A. Medical and Medication Issues

*1. Sub-topic:*

 *Discussion:*

 *Outcome, Actions, Timeframe:*

B. Counseling and Programming Issues

*1. Sub-topic:* **Summer Enrichment Program Ideas**

*Discussion:* Please complete your plans and present flyers to Cindy asap but no later than April 24th at our next EMT/CINS meeting.

 *Outcome, Actions, Timeframe:* **Please be prepared to distribute to community partners and schools as soon as completed in April and May. No later than April 25, 2024.**

*2. Sub-topic:* **Nirvana Assessment Summary report/Liz**

 *Discussion:* Handout of NIRVANA analysis and review of report

 *Outcome, Actions, Timeframe:* **Compilation of assessment data will be an annual FY report that we will review and address issues of significant concern.**

3. Sub-topic:

 Discussion:

 Outcome, Actions, Timeframe:

**VII. Other Business:**

*1. Sub-topic:* **Central sad news and Zeke out of office (contact Brian)**

 *Discussion:*  No discussion

 *Outcome, Actions, Timeframe:*

Respectfully submitted by:

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| --- | --- | --- |
| Cindy Starling |  | 3/28/2024 |

 Name Date